

## **DWD Position Description: Assigned Analyst**

**Classification: Budget & Policy Analyst – Agency Advanced**

**Class Code: 09110**

### **Position Summary**

Under the direct supervision of the Section Chief of the Office of Policy and Budget (OPB), this position performs professional, confidential work related to the analysis of budgets and policies in the department's central budget and policy office. The position is involved in analysis and development of high level budget and policy issues relating to the direction and management of programs and services administered by the Department of Workforce Development (DWD). DWD's mission is to advance Wisconsin's economy and business climate by empowering and supporting the workforce.

The Department has an annual budget in excess of \$400 million and includes over 1700 authorized FTE positions, with employees located in offices throughout the state. Funding for the Department's operations are supported through a mix of over 40 federal and state funding sources. Federal funds are received through formula grants, discretionary grants and contracts administered by multiple federal departments. The Department also maintains partnerships, with budget interactions, with State agencies that administer major federal block grants for the State of Wisconsin. State funds are received through general purpose revenues, program revenue fees, contracts, assessments, fines, interest earnings, and overhead charges.

This position functions as an assigned analyst within OPB, and is responsible for supporting agency decision making regarding program and policy management. Work activities include research and analysis used in the development, implementation and monitoring of the agency's biennial and operating budgets. This position also assists the Secretary's Office (SO) and division administrators in monitoring and tracking program performance. In addition, this position conducts special budget or program analyses as assigned by the Section Chief and the Director of the Office of Policy and Budget.

The position works with staff at all levels throughout the organization, including the Secretary's Office, division administrators, bureau directors, program managers. This position is responsible for providing internal and external customers with timely and accurate information, explanations, and recommendations.

### **% Goals and Worker Activities**

25% A. Department's biennial budget request.

A1. Develops budget initiatives (cost-to-continue and discretionary) for assigned program(s) from conceptualization to detailed issue papers, with supporting documentation and justification for policy proposals. Activities include performing policy, data and fiscal analysis, making ad hoc and on-going program reviews, developing revenue and cash balance estimates, and proposing statutory language and/or administrative rule changes for consideration by management.

A2. Prepares and presents fiscal estimates, summaries and other briefing materials for the Secretary's Office, division administrator, division staff to support timely decisions on proposed budget and policy initiatives.

A3. Assists the division staff in budget development and implementation activities.

A4. Supports the Section Chief in reconciling base budget detail, including position authority, with the State Budget Office.

A5. Analyzes federal budget and program materials, and projected funding levels to determine impact on existing programs and current staff resource levels.

A6. Monitors biennial budget developments throughout the budget process, maintains an active issue log, and coordinates issue resolution.

25% B. Department's Annual Operating Budget.

B1. Maintains the Department's appropriation structure and works with the Finance Bureau to assure costs are assigned to division, appropriation, and object codes consistent with statutory requirements.

B2. Monitors appropriations and ensures that funds are used in accordance with legislative intent. Reviews all allocations and assignments to ensure compliance with state and federal guidelines. Maintains documentation on a centralized document warehouse.

B3. Supports and assists the divisions in entering annual operating budgets into the DWD budget system.

B4. Monitors and estimates expenditures. Develops alternative for corrective action if projected expenditures exceed statutory authority.

B5. Monitors and estimates revenue collections. Develops alternatives for corrective action if projected revenues are less than budget.

B6. Prepares and/or reviews requests for increased spending and position authority under s.16.54 (federal funds), as well as legislative requests under s. 16.505, s. 16.515 and s. 13.10 (non-federal funds).

B7. Prepares and submits to the Department of Administration necessary allotments on a timely basis, with the goal of preventing financial transactions from being suspended due to insufficient budget authority.

B8. Monitors and, as needed, updates the STAR system to reflect changes in spending authority approved throughout the year.

25% C. Monitor, track, and report performance.

C1. Analyzes and reports on fiscal status, position status, and performance on legislative mandates. Records action items and tracks Division progress for the SO.

C2. Prepares fiscal status summaries by appropriation and assists the Division in developing corrective action plans where necessary.

C3. Monitors formula and discretionary grant expenditures and provides evaluation of overall status in relation to performance standards of grants.

C4. Compiles and summarizes data and facilitates the communication of information in response to requests from the Governor's office, Department of Administration, Legislative Fiscal Bureau, DWD management and external/stakeholder groups.

20% D. Analytical studies.

D1. Analyzes legislation, regulations, guidelines, and agency policies/procedures to identify administrative, financial, and operational implications. Recommends options to, and implements decisions made by, Department or division management.

D2. Independently identifies issues or questions relative to the current environment and/or quality of department, division or program performance, and performs analysis, documents findings and reports conclusions to the OPB Director and Section Chief.

D3. Summarizes analytical findings for assigned questions in written form, documents source data, and presents oral and written reports on analyses to the OPB Director and Section Chief and interested parties.

5% E. Facilitate position control functions.

E1. Reviews requests for increases or changes in authorized position authority. Verifies adequate funding for positions and validates accuracy and consistency of data with the Division.

E2. Assists the Bureau of Human Resources and the Secretary's Office in advancing position certification requests through the Department of Administration.

**Knowledge and skills:**

Ability to communicate effectively, both orally and in writing, with employees performing diverse roles within the Department.

Ability to summarize and present complex data, information and concepts in forms useful to a wide variety of audiences within and outside of the Department.

Ability to use a variety of resources, tools and methods to research and investigate policy and program issues as assigned.

Ability to manage multiple, time-sensitive projects and assignments, both individually and as part of a team.

Ability to maintain confidentiality and exercise discretion, as appropriate, in performing departmental work.

Advanced analytical skills.

Ability to perform and correctly apply accurate mathematical and statistical calculations.

Knowledge of the state of Wisconsin biennial budget development and legislative process and of state financial administration rules and procedures..

Knowledge of the U.S. federal budget process, both in general and with respect to particular programs affecting DWD.

General familiarity with the workforce programs administered by the Department, and ability to learn in detail about particular programs, including the applicable federal and state laws, regulations, and guidelines, as assigned.

Knowledge of general state and federal government accounting practices.

Knowledge of standard office software (spreadsheets, word processing) and ability to learn and use state computer and data base systems.